

Michigan Department of Education Grants Cash Management and Reporting System

General Information

The Michigan Department of Education (MDE), Office of Financial Management, administers the Grants Cash Management and Reporting System. This system allows recipients of federal and state grants (excluding State School Aid) to report expenditures and request cash via the Internet.

Requesting funds, editing, and viewing on-line grant information requires two types of access rights:

- (1) Access to the Michigan Education Information System (MEIS); and
- (2) Security within the Grants Cash Management and Reporting System.

Each individual wishing to access the MDE Grants Cash Management and Reporting System needs an account from MEIS. To obtain this account, refer to the MEIS web site at www.michigan.gov/meis. For assistance in obtaining a MEIS account, you may contact the Client Services Center on-line at ditservice@michigan.gov or by telephone at (800) 968-2644.

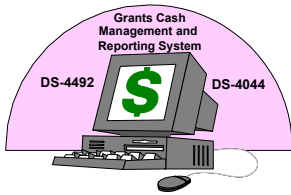
A Grants Cash Management and Reporting System Security Access form must be completed and submitted to MDE in order for a recipient to be assigned level 3 security privileges within the Grants Cash Management and Reporting System. Level 3 security allows the user to input, edit, and sign grants data; attest to the integrity of the data; and assign lower levels of security within their organization. Each recipient agency should designate one individual to fulfill this role. For assistance in obtaining security within the Grants Cash Management and Reporting System, please contact Debby Roberts (517) 335-0534.

Because of the importance of the function of the Level 3 designee, the superintendent or chief operating officer of the organization must sign the Grants Cash Management and Reporting System Security Access form. Any changes in the designated individual will require that a new form be completed, signed by the superintendent or chief operating officer, and submitted to MDE. **Per the security agreement included on the security access form, there can be no sharing of passwords.** Each user of the system must be responsible for their own MEIS account.

The level 3 designee can assign level 1 and level 2 grant system access to other individuals within their organization. Each individual must obtain a MEIS account. The level 1 access is read-only access, used for inquiry purposes. The level 2 access allows the user to input and change data within the system, but does not allow the information to be certified and submitted to MDE.

The following forms and information relate to the grants cash management and reporting system and can be accessed at: www.michigan.gov/meis. Scroll until you come to "Grants Cash Management and Reporting System Information."

- Grants Cash Management and Reporting System Security Access
- Instructions for Assigning Security for Levels 1 and 2
- Instructions for DS-4492 Grant Requests,
- Instructions for DS-4044 Final Expenditure Reports



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Questions concerning the Grants Cash Management and Reporting System may be addressed to:

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